

NCI Office of Management - MEMO OF UNDERSTANDING  
FOR OBSERVERS (NOT TO EXCEED 1 MONTH)

◆Submission Deadline Date to ARC: 1 week prior to EOD

◆Submission Deadline Date for B-1/WB Foreign Individuals: 4 weeks prior to EOD

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Individual's Name: \_\_\_\_\_  
Inclusive Dates of Visit: \_\_\_\_\_  
Outside Affiliation(when applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State & Country, if not US: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
FAX No.: \_\_\_\_\_

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◆ The purpose of this visit is for informal observations and discussions.

*NOTE: If it is anticipated that the date of the visit will extend beyond one month or the objective goes beyond observation status, a request for appointment as a Guest Researcher or Special Volunteer must be initiated instead of this. This is particularly critical for foreign individuals since their B-1 visa status cannot be later changed once they are in the US.*

- ◆ There is no formal relationship with NIH.
- ◆ This individual is neither performing a service for NCI nor using NCI facilities to conduct their own research. There is no Federal Tort Claims coverage.
- ◆ Parental consent is provided for individuals under 18 years of age:  
Signature: \_\_\_\_\_
- ◆ Neither keys nor IDs will be issued.
- ◆ No compensation will be paid.
- ◆ ☐ Check if foreign individual arriving from outside the US. An official letter of invitation issued by the Designated Delegated Official in ARC, is requested for a B-1 or waiver B-1 Visa since they meet Criteria 3 (Observer status) in ISB/FIC's Technical Advisory No. 5.

Signature and \_\_\_\_\_  
Name of PI: \_\_\_\_\_  
Lab/Br: \_\_\_\_\_  
Date: \_\_\_\_\_

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Issue Date of Letter of Invitation: \_\_\_\_\_  
Signature and \_\_\_\_\_  
Name of Delegated ARC Official: \_\_\_\_\_  
Upon arrival & Validation, date copy this memo was sent to ISB/FIC with copy of Form I-94: \_\_\_\_\_

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